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THE NATIONAL SECRETARY

The National Association of School Secretaries

A DEPARTMENT OF THE NATIONAL EDUCATION ASSOCIATION

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Miss Mary E. Bowers

Crawfordsville City Schools, Crawfordsville, Indiana.

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Contents

	Page
President's Message	3
Officers and Executive Board Members	9
Editor's Page	11
About Our Authors	13
<i>Cooperating With Parents</i>	15
<i>Supplies and Textbooks—and The School Secretary</i>	17
<i>Preparation of Attendance and Other Reports</i>	21
<i>Modern Dance as a Form of Recreation</i>	23
Committee Notes and Miscellany	25
Efficiency Exchange	31
Application for Affiliation	32
Life Membership	33
Groups Affiliated with The Association	34
Listening In	35
Chairmen-Membership	40



Index to Advertisers

Binney & Smith Co.	8
Coca-Cola	Inside Front Cover
F. E. Compton & Company	30
Ditto, Inc.	10
Fuller Brush Company	32
Ginn and Company	12
D. C. Heath and Company	14
Holden Patent Book Cover Company	39
John J. Nesbitt, Inc.	32
Royal Typewriter Company	20
Scott, Foresman and Company	39
John Sexton & Company	18-19



the PRESIDENT'S MESSAGE

Dear Members of the National Association of School Secretaries:

The mid-century mark is a challenge to us to continue our climb up the professional ladder. We are a young organization so cannot boast of our accomplishments for fifty years, but we can review some of the trends which characterize the expansion of the association during the fifteen years of existence.

There have been trends for greater professional possibilities through expansions—expansion of the services which we are able to give to our own jobs through training, expansion of the number of institutes and workshops planned each summer by leading colleges and universities, an expansion in membership and an expansion of a closer correlation between national, state and local school secretaries associations.

The membership reports contain facts that are encouraging for it shows an increase in new members and a greater member distribution over the forty-eight states. It is always a bit of a surprise when letters come to me such as one I had a few days ago with the following statement, "The National Association of School Secretaries is very new to me, and I would certainly be interested in having further information concerning this organization. I personally do not remember of ever having heard about it before, but it sounds like it would be a worthwhile and interesting organization". This would make one think that our pioneer days are not over, so let's

put our shoulder to the wheel and resolve to do more for our organization on membership, publicity and contributions toward making ourselves known as well as recognized professionally across the country.

Very soon there will be an election of officers. When the results are in and tabulated the new officers will start planning for the coming year. Just what they will be able to plan will be based on a budget built around the income of this year. Are you going to help your leaders plan an expansive program for you by sending your dues to the treasurer today?

There has been much correlation of the work of the national, state and local associations this past year for the officers have been working together and committees from each one have been planning together. When groups get to working with each other they soon become aware of the importance of the benefits reaped from a close relationship on unified thinking. In order that you may become acquainted with the many state and local groups that have been working with national I would like to introduce them to you by listing the name of the association and its President—sorry that space does not permit the listing of all of the officers. Perhaps there are other organizations that are not listed; if you know of such groups won't you write giving me the information?

Hear Ye! Hear Ye! Associations, both state and local are coming and their honorable Presidents who are leading them to greater worlds to conquer—the professional world of the educational secretary.

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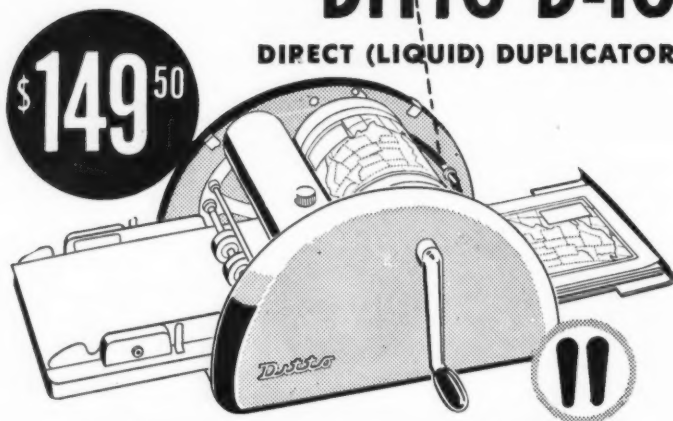
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THE EDITORS' PAGE

At the midpoint of a publication year, as well as at the midpoint of a century, it's fun to look in both directions, to review what has been accomplished and to plan the carrying out of what appears to lie ahead.

The first half of the twentieth century has witnessed the birth of the school secretary. The second half will assuredly afford the opportunity for the development and realization of her full professional stature.

A publication year in its brevity does not permit so complete a range of effort but it does mark off a period during which certain objectives can be realized. As we look back over the last issue of our magazine and contemplate the content of this present one, we feel that we've gone forward along the way, to some limited extent at least, in providing material of interest, of help, and of professional stimulation. As we look ahead to the conclusion of the year we note our plans taking shape to round out our coverage of the original four fields which we set out to explore with all of you.

We hope you join with us in the feeling that with the cooperation of our specialist-authors we've provided you with material that has been of assistance and that has given you a sense of keeping up with what is going on in the world of the school secretary. We hope too that you believe you've profited by reading the articles, the notes, the reports. But we hope most earnestly that you'll take what you've read to heart and after mulling it over in your mind decide what has been omitted, what you'd like to read, what will be of further

help to you. And when you've done this analyzing and thinking we want you to let us know about it. Give with the suggestions—please—that we can give you, or at least try to give you, what you want and what will be of greatest assistance.

It is in this spirit that your editors, at the midpoint of this publication year look forward to the future, with plans coming into sight but to take shape, we trust, with your help. Perhaps there are other fields you'd like to have covered, perhaps there's someone you'd especially like to hear from. We can't be positive that a busy person will have the time or even be willing to devote a portion of it to writing for us. We can try, however, and we promise to use our most persuasive style! But you must join with us in looking back over the path we've traveled and ahead on the highway we want to follow.

The Bureau of the Census of the United States Department of Commerce has asked us to bring to the attention of our membership the importance of the census-taking activity with which all of us will be to some extent concerned during this decennial year. Perhaps census officers have already been in to talk with you about the problem of securing space for the setting up of an office out of which workers in your area will operate. In any event, here is another opportunity for school secretaries to cooperate in a worthwhile project.

We all recognize the importance of the census—how it affords us a check on what we think has been happening in

our town; how it permits us to plan more effectively for the years that lie immediately ahead. We're always glad to have the correct and current information a new census provides.

And we can assist in this tremendous project. We can do our part in interpreting the importance of giving accurate information to the census taker. We can assure parents and school patrons who may inquire that the data collected are used for purely statistical purposes with no personal implications. We can urge wholehearted cooperation in the big task.

The Bureau of the Census will soon distribute to all schools a booklet entitled *We Count in 1950* by Dr. Frank W. Hubbard, Research Director of the National Education Association. This booklet gives the history of census-taking, describes the work of the Bureau and the

procedure for the 1950 count, and suggests classroom activities for acquainting pupils with the census. Separate editions will be issued for elementary and secondary schools.

It will not be possible to supply a copy of *We Count in 1950* for every classroom, so it will be necessary to circulate it within school buildings. We school secretaries can assist in seeing that each teacher has an opportunity to read and make use of the booklet.

It will be fun to play a part in the taking of the 1950 census. In this activity school secretaries have another opportunity for service. We know that every member of the association will be of every assistance possible.

Most sincerely,

The Editors—

FRANCES AND DOROTHY

IT'S NOT TOO LATE

to wish you all, School Secretaries, a pleasant year in 1950. And once more let us give you our warm thanks for the unfailing kindness and courtesy you have shown to our representatives. The sunshine of life to each and every one of you, good friends!

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ABOUT OUR AUTHORS

Ether Saperstein (Mrs. Abraham) has had a long and varied parent-teacher experience. She began her P. T. A. activity in 1933 at the Joyce Kilmer Elementary School in Chicago. She has been local unit president, council president, district director and is now Director of the Chicago Region.

She attended the University of Chicago and Northwestern University, majoring in education. Her husband is in business in Chicago and they have two children, a son who is a chemist and a daughter who is just starting her teaching career.

As Director of the Chicago Region of the Illinois Congress of Parents and Teachers, Mrs. Saperstein has done a masterful job in bringing together into a unified group the hundreds of individual parent-teacher units which had been functioning in the schools of Chicago. Through united effort on the part of all of these groups a forward-looking and effective program has been developed.

Walter W. Whittinghill has been a member of the Detroit Public School System since 1921. He is a Hoosier by birth, and taught in rural schools in Indiana, Colorado and Wyoming before his arrival in Detroit. He was in the Department of Research from 1921 until 1923, and from 1923 until 1943 he was associated with the Departments of Visual and Radio Education. He was Director of Visual and Radio Education to 1938, and from 1938 to 1943 was Director of Visual and Radio Education. For 15 years during this time, he was a member of the faculty of Wayne University.

In 1943 Mr. Whittinghill was appointed Director of the Department of Warehousing, Distribution and Transportation, which includes the Supply Department, Shop Stockroom, Board of Education Garage, Audio-Visual Service Department, and the Book Bindery.

Mr. Whittinghill was president of the Department of Visual Instruction of the N.E.A.—1930-31, president of the Greater Detroit Motion Picture Council—1938-40, and a member of the Yearbook Committee for the Dept. of Elementary School Principals of the M.E.A. in 1941.

A youngster, engrossed in gathering, sorting, classifying, and imagining what effect his cherished collection of leaves would have on the advancement of nature study, was **Robert Kirschten** at age six.

In fourth grade his interests extended to the collection of picture post cards illustrating significant American historical scenes. Today, that collection has grown to approximately ten thousand.

Sixth grade developed a study of graphs which resulted in clipping and classifying nearly a thousand graphical presentations. This very group, augmented and supplemented, was used in a paper for post-graduate work in the field of statistics. Well organized, systematic collections of sea shells, rocks and minerals, plants, books, etc. followed in succession.

This insatiable desire to collect, compile, tabulate, edit, organize and interpret findings and yields, received its formal training and development in available educational statistical courses at Northwestern University, DePaul University, Loyola University, University of Chicago, Chicago Normal College and Roosevelt College.

For nearly twenty years Mr. Kirschten has been associated with the Chicago public schools, having taught at all school levels and grades. Since February 1944 he has been guiding the destinies of the Statistical Section, Chicago Board of Education. Two years ago he was appointed Director of the Division of Statistics in the Chicago schools.

In writing of the responsibilities of school secretaries for the preparation of records and reports, Mr. Kirschten writes authoritatively as the one who, in the final analysis, interprets these reports and utilizes them to satisfy legal and accounting requirements of state departments of education and the U. S. Office of Education.

In searching for material on recreational activity we are fortunate in being able to present **Steffi Nossen**, Director of the Steffi Nossen School of the Dance

and Teen Age Dance Workshop. She is internationally known for her outstanding contributions to the Educational Dance Field and has sponsored, organized and conducted many programs in school and civic groups, for the purpose of encouraging an interest that will stimulate widespread teaching and consequent benefits of Dance.

Miss Nossen and her Workshop have been featured recently in several nationwide publications and *Life* magazine said of her, "Steffi Nossen, who has taught Modern Dance in Europe and the United States for 20 years, frequently finds ballet ideas in news events. She also encourages her students to translate such ideas and their emotions about them into dance steps."

In addition to originating dancing fashion ballets for the New York City fashion shows her activities have included teaching, lecturing, indoor and outdoor festivals featuring mass participation of men and women, the incorporation of her "Teen Age Ballet" in a recent *March of Time* movie, and many demonstrations and recitals.

During the war she conducted research in several war plants with regard to relaxation exercises for women workers. She has worked with more than 50 P.T.A. groups and many other educational organizations as instructor of Rhythmic Gymnastics and Modern Dance, and conducted dance forums and children's classes which have reached all ages.

"DANCE belongs to *everyone* and is not necessarily a medium for those with specialized training," says Steffi Nossen. Her lecture-demonstrations stress the fact that Dance can and should be introduced to every rural, city and suburban area in the nation.

Her aim for many years has been to direct youthful energies into creative artistic products through group dance activity and she also believes that adults may improve posture, circulation and relaxation through the medium of the dance as shown in the article she has prepared for The National Secretary.

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COOPERATING WITH PARENTS

Esther Saperstein, Director
Chicago Region of the Illinois Congress
of Parents and Teachers

A parent-teacher association looks to the school secretary for co-operation in the promotion of its program. The role of the school secretary is an important one in the total school picture. Aside from her duties as school secretary, many times she is also advisor, guidance counsellor, social worker, first aid attendant and public relations expert.

Schools are maintained for the benefit and development of children, and the school secretary should work in co-operation with the faculty and parents for this objective. The school secretary has considerable responsibility and should possess many skills. The ability to get along with people is one skill she cannot do without. Great is her responsibility in developing good public relations between the school and the home. A liking for children and a friendly, helpful attitude toward parents are necessary attributes for school secretaries. As the school secretary is the first person encountered in the school in most cases, it is important that she give visitors the feeling that they are welcome and that the school is very interested in helping them solve their problems. The school secretary comes into contact with more parents than perhaps any other member of the faculty.

It is an accepted fact that a school should be a community school and all who are working in the school be acquainted with the community and its people. It is also important that the school secretary know all the agencies

operating within the community. The P. T. A. is one of the most important agencies of the community. The staff of a school should understand its surrounding environs, they should visit the community in order to know the people and understand their problems. It is not enough to meet them casually once or twice a year. In order to better understand and help them, there should be more frequent get-togethers. The school staff should take advantage of every opportunity to participate in these meetings. In this way a school will have more influence on the community and serve it better.

The P. T. A. is an auxiliary of the school and should be recognized as such by all who are connected with the school. This includes the principal, teachers, school secretary, custodian and janitor. They should feel that the P. T. A. is a vital organization working for the welfare of children and should help promote their many worthwhile activities. The P. T. A. is interested in supporting good schools and in their efforts to strengthen the schools deserves the full co-operation of the entire school personnel.

Parents in their role as parent-teacher members are frequent visitors in the school. Most of their activities center around the school, and the sight of parents entering and leaving the school building is just as natural as that of the teachers and pupils. "Going to the office" is a daily routine of many parent-teacher members and the first person with whom the parent speaks is usually the school secretary. Here is where the

school secretary's skill in meeting the public plays an important part in developing good public relations between the home and school. A parent's first impression of the school is influenced by her initial contact with the school secretary. Whether that impression is good or bad depends on the attitude the school secretary has toward parents—no parent wants to feel she is merely tolerated. She is earnest in her desire to help the school and should be made to feel a part of the school. The importance of the school secretary in creating this feeling cannot be over-emphasized. With a "cool" principal many times a competent school secretary can save a P.T. A. With this kind of a partnership the schools of the United States have a combination that can withstand any pressure. Parents can tell whether or not they are welcome in the school.

The size of a local P. T. A. is anywhere between 25 to 1800 or more members. The responsibility of "running" the organization is usually the duty of the officers and the chairmen. The program of the P. T. A. is school centered and most of the activity takes place in the school and the school office. Occasionally parents will ask for help at the most inopportune times because they do not always understand the importance of good office routine. A conference with the officers and chairmen explaining the need for following routine will always bring the desired results.

It is almost impossible to enumerate the many different ways in which the school secretary helps the P. T. A. She

is an invaluable aid. Many school secretaries assist the P. T. A.'s in assembling all the mimeographed material for the unit. During the membership enrollment period she temporarily keeps the funds. Often she proves to be one of the most valuable workers, enrolling parents who come to register their children for school for the first time as members of the P. T. A. She acts as unofficial program chairman, welcoming speakers and other guests who come to the meetings. She is counsellor to the very timid mother who is "breaking into" the communal group for the first time. She counsels parents who are unduly disturbed about behaviour problems in their children. And not infrequently is the person without whom the P. T. A. would not function properly. Just such a situation came to our attention recently. A school secretary called to inquire about a notice sent to the P. T. A. The president did not understand it and the principal was anxious to help the unit. The secretary explained that she was a former P. T. A. member and was familiar with P. T. A. procedure. The principal realized that the group in her school was earnest and sincere, but not adequate. Wanting the P. T. A. in her school and realizing the parents were limited, instead of letting them flounder, she and the school secretary had assumed the responsibility of getting all the information in order to help them. I am sure that this kind of a situation is not uncommon. School secretaries everywhere are proving to be the "core" around which the P. T. A. and the school are working harmoniously together for the welfare of the child.

SUPPLIES AND TEXTBOOKS—AND THE SCHOOL SECRETARY

W. W. Whittinghill, Director
Warehousing and Distribution—
Detroit Public Schools

The aims and purposes of the National Association of School Secretaries reflect the many responsibilities of the membership. Secretaries working in the school systems throughout the land are of supreme importance to the functional pattern of services required for efficient operation of schools and offices—and although they are of course expendable, they represent the group of employees who are high on the list of being indispensable.

Many changes have taken place since former years, when the principal of a school simply purchased supplies as they were needed in his building, to the intricate system of purchasing and delivery which is necessary in the large school systems of the present day. The program of recommendation, securing, delivery and use of educational supplies and equipment and textbooks is one of the largest and most continuous in the school systems today, and this program constitutes a major item of work among secretaries and other employees.

Supplies and textbooks must be in all schools at the proper time so that students may receive them in coordination with courses of study and lesson plans. Thus this program requires the participation of all secretaries, whether they work in schools or administrative or supervisory offices, in the performance of innumerable duties which make it possible for the network of operations to function.

Secretaries working for Superintendents furnish information concerning the over-all program, including budgetary structures. — Secretaries working in Business Department offices have a variety of responsibilities relating to supplies, equipment and textbooks. They check and post purchase orders and furnish the status of various appropriations. — Secretaries in Requisition Departments tabulate all requests and forward them to the proper source. — Secretaries in Purchasing Departments take care of tabulation of purchases, correspondence and orders to vendors. — Secre-

taries in Divisions of Instruction tabulate recommendations of supervisors for the type of books and supplies to be used.

Secretaries working in Supply Departments and Distribution Departments, cooperatively with the secretaries in the schools, carry on the work to its final purpose of education for the students.—The secretaries in some Supply Departments handle the office work of recording the requisition information and general information relating to the work program. In other Supply Departments, secretaries are responsible for posting requisitions and handling stock.—In the main, warehousing personnel handles the stock relative to receiving, checking and shipping. The secretaries, however, are qualified to check stock and fill orders, establish spot checks of stock and other related activities.—Some secretaries in Supply Departments prepare and keep records relating to the budgets of stock items and personnel.

Secretaries in the schools write the requisitions, sign for the delivery, and also assist in checking all items of supplies, textbooks and educational equipment. They also check and report those items which are broken, short or over, or not available.

Many employees cooperate in the entire program. These employees include the personnel of the administration, the principals, teachers, and personnel from the firms which furnish the materials, as well as the transportation personnel. The responsibility of the secretary in this program is to maintain her high level of efficiency in all of the phases of the work with which she is concerned in order to bring about a smooth and timely operation of the entire schedule in cooperation with her co-workers.

Perhaps television or some invention in the future will reflect more objectively the thousand other duties that secretaries perform—and for their fine accomplishments—I salute them!



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THE SCHOOL SECRETARY'S RESPONSIBILITY IN THE PREPARATION OF ATTENDANCE AND OTHER REPORTS

Robert Kirschten, Director,
Division of Statistics
Chicago Public Schools

"A child, more than all other gifts that earth can offer to declining man, brings hope with it, and forward looking thoughts" are words of Wordsworth the poet. Herbert Hoover tells us that "the most wholesome creature on earth is the child, for it is newest from the hand of God."

Yes, children are our business, our chief concern. Guidance in the mental development and physical growth of our children is the assignment of the schools. To be able to provide the best educational facilities for the posterity of the nation, it is quite essential to know how many must be accommodated. The collection, compilation and preparation of attendance data and other reports by the school secretary is a substantial contribution in assisting to carry out the vital mission that every child shall have at least a common school education.

The establishment of a well-organized system of recording and reporting constitutes one of the most vital issues in the administration of a school. The necessity for increased efficiency in this work has developed because the guidance activities of our schools are continually reaching a wider range of the pupils' interests. The teacher needs the help made possible by carefully devised reports and records in order to give more effective instruction, guidance, and health education. To meet adequately their responsibilities in helping their pupils, the principal and the adjustment teacher must have available reports and records upon which they can rely with confidence. So, to promote the educational welfare of pupils, individually and collectively, it is the serious responsibility of the efficient school secretary to assist in the compiling and preparation of such reports and records

that contribute to the chief aim of the schools.

School reports bear a definite relationship to school records since the data so assembled become the basis for the report. A record is commonly defined as any information which has been secured and filed in some manner either for immediate use or for future use. On the other hand, report is a second-hand experience described for someone other than the one to whom the experience was first-hand. Reports come in; records stay in. Perhaps typical forms used may be classified in three outstanding phases of school administration: attendance, guidance, and health and physical education.

In school administration much thought has been given to centralized plans of attendance, thereby increasing the school secretary's responsibilities. The trend now is toward a cumulative attendance record which will assist in realizing the aims of the guidance program. The efficient attendance plan endeavors to simplify attendance reporting by the teacher in order that more of her energies may be devoted to other phases of guidance and teaching. Considerable attention is given to developing regularity of attendance and the maintenance of the pupil's health.

In a recent study of several large city school systems more than 85% of all the record and report blanks were developed for city-wide use. This is important because the preparation of the forms by a central committee tends to create more effective forms than if each principal or school secretary were responsible for developing his or her own. This standardization makes possible greater saving in printing costs and greater efficiency in distribution.

The school secretary's responsibility is keenly felt in her contribution to adequately kept school records, which constitute one measure of the effectiveness of a school system. Indeed, one might trace the growth of public school efficiency through a study of school records and reports. Two purposes of records have been consistent through the years, namely, to give the child's attendance and his achievement.

It is interesting to read that the scientific movement in education, together with the rediscovery of the child, his nature, and his needs, has profoundly influenced the importance of adequate records, especially those which will serve as evidences of his growth and development. At the same time, the school has a certain trust to maintain with the home and the community it serves. More recently, the states have tried to make more uniform the form of the records and the collection of information upon which appropriations may be based and comparisons made.

A report may be simply defined as an accounting. Webster defines it as "a statement or relation of facts given in reply to inquiry or by a person authorized to examine and make return." Such a definition has a certain official ring with the suggestion that, upon compliance, further obligation ceases. Perhaps this attitude has been the most serious deterrent to the profitable outcome of reporting. Objections to making reports, even recording the data for them, center around their seeming uselessness in that nothing further happens.

From the standpoint of the administration of the pupil, we might define a school report as a meaningful accounting of school or pupil progress to those entitled to a knowledge of it, upon the basis of which a better understanding of the educational work of the school and the progress of the child may result.

Many purposes have been stated for school reports. We should note, first of

all, the legal basis of reporting as required by law or regulation for the purpose of maintaining permanent records and the proper classification, supervision, and support of the schools. Specifically, the purpose of school reports may be summarized as follows:

1. To convey information to those who are entitled to it, as superior officers, parents, board of education, or the general public;
2. To provide a basis for the educational progress of each child and to focus attention upon that progress;
3. To provide a stimulus for professional advancement, serving to secure thereby greater efficiency;
4. To educate those who receive it, so that the result is a corresponding knowledge of school, class, or individual achievement, and a support of school policies and programs.

Underlying all of these purposes are the concepts of greater administrative efficiency, better educational procedures local, state, and national needs, essential data for the organization and administration of the school, and adequate and accurate pupil accounting. In any consideration of fundamental purposes, it seems essential to stress the trust reposed in those who are responsible for the school enterprise, as well as the educational progress of each child, for whom the schools exist.

Most of the data needed in the preparation of attendance and other reports are to be found in teachers' records, but the collecting and compiling of these data for release in reports is essentially the responsibility of the school secretary. In a wholesome spirit of cooperative action, as well as in a genuinely sincere and friendly relationship as partners in education, the school secretary and school teachers harmoniously contribute to the efficient dispatch of vital reports.

MODERN DANCE AS A FORM OF RECREATION

Steffi Nossen

Director, Steffi Nossen School of the Dance

"Why, I would never think of joining an Adult Modern Dance Exercise Class! It has been much too long since I have done that sort of thing and after all, I am so busy during the day, too tired in the evening, and what good would it do me anyway!"

For years I have heard this expressed on Registration Days at various Adult Educational Centers throughout Greater New York. It is true that Modern Dance as a form a recreation is comparatively new to the adult public; yet for the past thirteen years, I have been able to introduce this form of dance to hundreds of enthusiastic adults. The fun and relaxation derived from Dance Exercises done in a group is an invaluable experience shared only by those interested in self-improvement.

Eighty-five people are enrolled in one of the Modern Dance Classes of an Adult Educational Center in Westchester County, New York. Needless to say, all eighty-five are not "Venuses"! Yet they gladly don their shorts and dance with great enthusiasm to gain better posture and thus improve their appearance. Some of them may even lose a few inches around the "middle," and where is there a woman these days who would not like this. Several school secretaries are participants in our night classes. In an interview the other day, they expressed the opinion that much needed recreation can be derived from Dance Exercises. The very nature of their jobs is dealing with a great many people and this has made them conscious of their appearance. They feel that dancing with a large group has given them more self-confidence and poise, and has helped them to move freely among their associates.

It is essential for any career woman to be not only well groomed, but also to

develop a pleasing personality. It stands to reason that when you move with a great deal of ease and control, you will find the balanced combination which will enable you to make a contribution to your job as well as being a successful person.

Is it possible for anyone to learn to express herself in dance form? Dance Exercises are a great stimulant to the participant and an emotional outlet of great value. I have seen many an adult express herself freely in movement with co-ordination and beauty. Of course a body has to be properly trained to move effortlessly. There are a few fundamental Dance Exercises which when practiced intelligently will develop good looking bodies and create harmony and outward radiance. The teaching plan in our Adult Exercise Classes call for a repetition of these fundamental exercises at each session, enabling the participant to eventually master more intricate dance patterns which are both enjoyable and stimulating. For instance, floor exercises mostly designed to correct figure faults, can be dull and bothersome. However, put into a form of varied and intricate patterns, exercises are fun.

How about trying this one:

"Sit on the floor with feet apart. Your legs straight and toes pointed upward. Raise your arms overhead and straighten the back; lower the arms and stretch the body forward (back is straight); grasp each ankle and pull towards your feet. If you feel the pull go on to the next one."

"Hold your arms out front and lean slowly backward until your body touches the floor. Sit up again slowly with your legs apart as before (no one should have any difficulty sitting

erect.) Now roll over on the left hip using the left forearm for support; while your right arm is stretched over head. Your right side is stretched completely. Swing to sitting position and roll over on the right hip using the right forearm for support and stretch left arm over head. Come back to sitting position."

The bane of every woman's existence is a sway-back and this exercise will eliminate this:

"Lie on your back on the floor, legs outstretched and raise the arms over your head so that your wrists touch the floor. If you put your hand under the small of the back, you will find a space between the floor and your spine.) Swing the arms down so that they are at your sides and at the same time raise your feet and head off the floor, knees slightly bent so that you feel your spine close to the floor. Then return to starting position. Repeat several times and this will bring about good posture."

Four standing exercises will give you an idea of how to attain a good posture:

"Stand with feet about twenty inches apart, hips well forward. Stretch arms up and reach upward, right and left alternating. Keep arms close to head; bend forward with arms extended and back straight until legs and torso form a right angle. Return to starting position. Raise arms and reach up as before. Keep arms close to head and bend over to the right side without turning or twisting. Return to starting position, reach up and repeat side extension to left. Raise arms, stretch body fully; bend torso to right from the waist down, and circle forward with back straight, to

left side and up. Reverse and circle from upward extension over to the left side. Swing torso and arms straight down toward floor and repeat. Raise arms into upward extension; bend from waist down to floor with twisting motion until hands touch floor. Knees remain straight. Return to upward position and repeat to the left side. Repeat with arms relaxed and swinging, bending right knee then left knee."

The dance exercises described above are for various parts of the body. When all parts are trained, the result ought to be a well co-ordinated and graceful body. Added to this, the principle of balance should produce a graceful walk, one of the most beautiful attributes of womanhood.

There is naturally a difference between professional and layman's dance, and it is most important to notice this difference. Recreational Dance is designed for those who look for recreation, body building and fun. Today there are many Adult Educational Centers supported by Boards of Education and YWCA's and other agencies which have courses in modern dance suitable for adults. No one type of movement should necessarily be used to make laymen enjoy recreational dance. It is the combination of skill and power of expression which will foster the dance which comes from within.

The School Secretaries just like any other business girls have come to rediscover the vital secrets of healthful recreation which have become lost in our nervous work-a-day world. They too, I hope, will be open minded,—stop-look and listen—whenever friend suggests an Adult Modern Dance Class and not say, "Why I would never think of joining an Adult Modern Dance Exercise Class! It has been much too long since I have done that sort of thing and after all, I am so busy during the day, too tired in the evening, and what good would it do me anyway!"

COMMITTEE NOTES

and miscellany

ADVISORY COUNCIL

Send your affiliation fee to Mrs. Ora S. Dolsen, 467 W. Hancock, Detroit 1, Michigan who will be glad to send additional information concerning affiliation upon request.

AFFILIATED ASSOCIATIONS

<i>Local</i>	<i>State</i>
Baltimore, Md.	Arkansas
(2 groups)	Illinois
Denver Colo.	Indiana
Detroit, Michigan	Michigan
Flint, Michigan	Minnesota
Hartford, Conn.	New Hampshire
Houston, Texas	New Jersey
Kansas City, Mo.	Ohio
Philadelphia, Pa.	Pennsylvania
Little Rock, Ark.	Wisconsin
	Los Angeles, Cal.
	Milwaukee, Wis.
	Washington, D.C.

ORA S. DOLSEN,
Chairman,
Affiliation and
Advisory Council

PUBLICITY

The first of each year—for individuals and associations—is a good time to take an inventory. What have we on hand, what do we need, and how do we go about getting it? The members and officers of the National Association of School Secretaries have defined our Association as "one of secretarial and clerical workers in organizations connected with education—workers concerned with extending better service to the school and the community through furthering their own professional status." The "professional status" is the one I'd like to suggest we inventory.

In December you received the News Letter with its announcement of the Regional Conferences, and the theme for those Conferences—"Professionalization, —How, When, Where, Why? We do hope that many of you will attend one of these Conferences, and help in finding the answers to those questions. It is

only through group thinking, discussion, and decision making that the real answer—for our own group—can be found.

Many local and state associations, as well as individual school systems, are working on the training and preparation phase of professional status through in-service training programs. The "Listening-In" column reports on some of those, and your publicity chairman would like to mention a few more.

The Dallas (Texas) School Clerks and Secretaries Association sponsored a five-day workshop June 13-17. They report that forty-seven out of a possible seventy were enrolled, and that all who attended were quite pleased. They studied such topics as child guidance and psychology, family background, curriculum, personality, and achieving professional status. The report is that the Association caused quite a ripple in Dallas administrative circles by suggesting and arranging such an ambitious training program.

The Atlanta, Georgia Public Schools held its annual workshop for principals and teachers on October 21—but for the first time planned a definite program on in-service training for the secretarial and clerical workers in the system. Your Association president, Edna Atkinson, was invited to participate as a consultant for the one day workshop, and your publicity chairman went along for the ride! It was a most constructive day, with stimulating discussion on the processes to be used in acquiring professional training and attitudes, and a "working" session which launched the writing of a handbook for the Atlanta system secretaries.

Katherine E. Mitchell, Chairman of the Institute Committee for the School Secretaries Association of Pittsburgh, Pennsylvania, reports a successful Institute in that city on October 14. They had approximately 229 persons present, not only from Pittsburgh but from

neighboring towns in western Pennsylvania. Miss Doris E. Meyers, Assistant Professor of Home Economics at Carnegie Institute of Technology, gave a demonstrated talk on "Color and Your Personality." The second speaker, Miss Dorothy M. Ziegler, Pittsburgh English teacher just returned from a two year leave of absence which was spent as a G.I. teacher in Camp Sendai, Japan, told of her many experiences from the time she left the United States until she reached her destination in Japan.

The most intensive kind of in-service training available at the present time is the workshop or institute, usually a week in length, planned at various colleges and universities during the summer. Reports on such institutes at the University of Utah, the University of Wisconsin, and Kent University held last summer have been given earlier this year. One was also held the week of August 8 at the University of Maine. Thirty-four girls from five states attended. Pauline Smith and Rea Lindenburg report as follows: "Every secretary contributed full-heartedly, not only during the discussion periods but after each lecture. The questions raised showed thought and keen insight and each topic was developed from just a talk to a seminar. . . The latter half of one afternoon was given over to a series of psycho-dramas. We all felt that these practical demonstrations of different types of situations in our various offices and the subsequent criticisms and suggestions, were of great help for the future. . . The varied topics selected for our lectures gave up a wide range of interesting subjects."

A long-term type of in-service training program, as well as pre-service training program, is the special course and curriculum planned for educational secretaries by colleges and universities—a tailor-made program of courses. One example of this is the Educational Secretaryship program planned by the Los Angeles Harbor Junior College. In describing the program, the catalogue states: "A continuing opportunity for placement in the offices of elementary and high schools exists for young persons who can combine secretarial skills with knowledge and ability in the routines of an educational institution. The position of school secretary is an executive post and a goal which is attained after a number of years of on-the-job experience. . . A combination of vocational interests in the commercial and social fields calling for a liking of

office routines and children are prime requisites." In addition to courses in accounting, typewriting, stenography, office machines, and psychology, the curriculum provides specialized courses in school correspondence, school office procedures, school organization, and school journalism.

The University College of Northwestern University (an evening division) started in September 1949 a Thirty-Hour Certificate Program for School Secretaries, with sixteen semester hours of required courses and the remaining fourteen hours elective. One of the required courses, Basic Course for School Secretaries, had an enrollment this first semester of twenty-seven secretaries, all employed in the Chicago or suburban schools.

So how about the inventory? This seems to be what we have on hand at present. How about each individual member, each local and state association, helping in the decision on what we need—and then setting about helping with plans for getting it?

Two miscellaneous "publicity" items: Emma G. Castner, our recording secretary from Washington, New Jersey, has written an article on "The Secretary's Professional Preparation and Ethics" for the BUSINESS EDUCATION OBSERVER (official magazine for the New Jersey Business Education Association). And our own NATIONAL SECRETARY editor, Frances E. Rosenthal, was "written up" in the White Collar Girl column of the CHICAGO TRIBUNE on September 19. Frances is secretary to Dr. Herold C. Hunt, general superintendent of the Chicago schools, and the article gave a splendid report on her excellent preparation for the job and superb handling of it—so our "cause" has once again been given a boost.

MARTHA S. LUCK,
*Chairman,
Publicity Committee.*

MEMBERSHIP

We are encouraged over membership so far this year, but we'd like to have cause to be even more encouraged! There's still time for each of you to get to work to bring in more members from your state. It takes people and people to make a strong, active organization. We are going strong, but we need more people in order to keep our strength and to increase it! Won't you, today, go out and bring in one more member? Think what it would do to our membership if each person would do just

that. It's a wonderway way for each of us to have a part in the growth of our NASS. Nancy is a smart little girl. She has done wonders. Let's each of us be a little Nancy and go out and tell others about the advantages of being affiliated with their national professional organization. Let's help our membership to soar!

SARA E. MILNER,
*Chairman,
Membership Committee.*

ELECTIONS

The following offices will be open for the coming year:

President
2nd Vice-President
Corresponding Secretary
Treasurer
Two Members of Executive Board

The Committee on Elections would be pleased to have your suggestions for possible candidates for the above positions. Please let us know about national members whom you think would make capable officers. We can't possibly check on all local and state organizations concerning secretaries who are making valuable contributions so we are asking your help in letting up know about them. Your assistance will be deeply appreciated. Please send names and addresses of your suggestions to—

EMMA G. CASTNER,
*Chairman,
Committee on Elections*

SEMINAR ON FILING

A step forward in the field of filing and records management was taken in November when representatives of firms from six different states met for one week in Chicago to take part in an advanced seminar course at the Records Management Institute. This was not a meeting for novices, but for office managers, department heads, file supervisors and analysts, and members of their staffs.

The Institute is the result of weeks of planning and preparation by Miss Bertha M. Weeks, Director of the Chicago Bureau of Filing & Indexing, in whose conference rooms the five-day meeting was held. As a pioneer in teaching and installing filing and record management systems, Miss Weeks felt that some type of advanced seminar was needed by business people who already have a solid

background, yet who wanted to keep abreast of new developments and the most modern systems.

Miss Weeks felt that one full week would be needed. She planned field trips to local firms to see on-the-spot filing systems at work, round-table discussions, and several prominent guest lecturers. Topics discussed included up to date short cuts and routines, floor layouts, retention programs and microfilming, preparation of manuals and reports, and what is new in equipment and supplies.

It is believed that this is the first time a project such as the Records Management Institute has ever been attempted in the middle west. Judging from the enthusiastic attendance, there will certainly be many such meetings again. According to those attending, the Institute serves as a "post graduate" course providing information which has never been available before.

NEWS FROM OVERSEAS

The following letter from Marilyn Thornwall, former member of the Iowa State and National Association of School Secretaries will be of interest to her many friends and the secretaries who met her at the Northwestern University workshop. Marilyn resigned her post as secretary to Dr. Henry Harmon, President of Drake University something over a year ago to accept a Civil Service assignment in Germany.

Nurnberg, Germany
Christmas of 1949

Dear Friends:

Again this year it is a form letter. Seems the lazy way fits me best. I want to say "hello" to too many of you to sit me down long enough to write individual letters. Please excuse again.

This has indeed been a wonderful year. The novelty hasn't begun to wear off as yet. It is a carefree existence over here—an easy-come, easy-go attitude. Everyone seems to live from one "leave" to the next. Actually, we work, live and play in a totally American community and have not enough contacts with the German people.

It was a marvelous trip over. Such a thrill to be in New York (my first time there). I'll admit there was a peculiar feeling in my mid-section as I saw the New York sky line slip away and heard the band play "Now is the Hour." To

my immense satisfaction, I didn't get seasick altho we did have three days of very rough weather.

Of course, for me, the most interesting part has been the ability to see something of Europe. My first trip outside Germany was a flying trip to Holland to see the tulips. It is an impressive sight to see fields and fields of tulips—also there are lots of hyacinths. Wooden shoes, windmills, canals, bicycles galore—it was just as I imagined it. The next time was Salzburg, Austria, such a charming little city. Wanted to go back there again to the music festival but didn't make it. Over the Fourth of July we took off for Vienna—Strauss waltzes, a Strauss ballet, the Vienna Woods, the supposedly blue Danube, plus, now, the Russians. On Labor Day it was Switzerland, altho we went only as far as Zurich. It's a very clean and neat-as-a-pin little country. Seemed to me the whole country worked with the precision of the famed Swiss watches.

The big splurge was this fall—a trip to Italy. Actually, that was my first "leave". Spent two weeks down there and loved every minute of it. Rome, with St. Peter's, the Vatican, and the historical ruins of the Colosseum, the Forum, and the Catacombs; Naples, with Pompeii, Capri, Vesuvius, and Sorrento; Venice, with its magical canals and gondolas, St. Mark's Square, the pigeons. It was all I had dreamed and more. Every place you looked there was something important. Too, the lovely shops were so fascinating. Equally so were the street peddlers and the beggars in Naples. I was so impressed too, with just my actually being there.

Germany is a beautiful country. The scenery varies so from the flat country near the North Sea, to the Bavarian Alps in the south. The Army operates two recreational areas in the Alps at Garmisch and Berteschgaden. No doubt you remember reading of all the important meetings during the Hitler era which were held in Berteschgaden. Also, his mountain retreat, the Eagle's Nest, is located here. Those two are wonderful and beautiful resorts and inexpensive for us.

I've been fortunate in meeting people right from the beginning. My "home" is in a hotel, about 350 rooms, which houses both permanent and transient guests. We have good facilities—dining

room, snack bar, beauty and barber shop, pressing, cleaning and tailoring, lounges, card and reading rooms, ball room with an orchestra every night. My room is very nice, tho small, with a bath. All in all, it is far, far superior to what I had anticipated.

So far it hasn't been nearly as cold at Iowa tho it is a different kind of cold—quite damp and very frequently a heavy fog. We had probably no more than half a dozen days of uncomfortably hot weather during the summer.

For those of you who are interested, the current man of the hour is a grand person from Wichita. He is superintendent of the schools here in Nurnberg for children of occupation personnel. I enjoy him very much.

I'm terribly disappointed in the attitude of the German people toward us. We haven't done a very good job here as far as I am concerned. In our zone, they consider up as the lesser of two evils and would rather have us than the Russians, but that it as far as it goes. On the surface, they are polite, servile and seemingly anxious to please. However, I fear that feeling and attitude are only skin deep. I wish there were some way to screen us, our movies and our newspaper much more thoroughly that America might put its best foot forward thru us.

The democratic principles under which our occupation operates are too intangible for the Germans to understand and comprehend. Our way is absolutely foreign to them. They construe it to be weakness on our part and it makes suckers of us. The dividing line is very fine and we've missed it.

My job is a minor administrative one which is interesting but not as much as Drake. Here, tho, I have the advantage of having a secretary (a wonderful German girl) instead of being one. Tho not as interesting and enjoyable as Drake, again, it is much better than I expected. I deal with the dependents of occupation personnel in regard to their problems.

It is lots of fun being here and I certainly have no regrets.

This could go on and on but maybe it will give you a sketchy idea of what the year has been over here.

Love,

MERRILYN

REMARKS FROM MISSOURI

HUMAN RELATIONS

These four steps for improving our own particular set of human relationships are suggested for your consideration:

1. Get the facts.
(Be sure to have the whole story.)
2. Weigh and decide.
(Don't jump to conclusions.)
3. Take action.
(Don't pass the buck.)
4. Check results.
(Did your action help?)

We must treat people as individuals. We must plan and work together. Say and act "we" instead of "I"—and mean it!

MY GOAL

The secretary I would like to be is loyal, accurate, and informed.

Loyalty to the person, to the office, to the school, and to the public for which we work makes a solid cornerstone in the foundation of work well done. If we are loyal, we are interested in our work; we take pride in doing our best. We, then, will not only do the best we can but will strive to do better than our best. We work for and with people, and we must be loyal.

Accuracy is the measure of our dependability. In our work we deal with correspondence, with reports, with finances, and with policies. The neatness of a letter emphasizes and points up its message. Reports and finances must be accurate in order to balance. Policies must be upheld as established.

Information is required of us at all times. We need certain facts and we need to know where to get other facts quickly and expeditiously.

To sum up: **LOYALTY** will make my work enjoyable; **ACCURACY** will give me self respect; and a reasonable fund of general **INFORMATION** will simplify my job and make it easier.

Thought for the Month:

Do you work FOR?—or WITH?

HELP!

Where is the secretary who hasn't found herself in one of these dilemmas?

1. A secretary must not be aggressive, but she must have initiative.
2. She must not be hyper-sensitive, but she must be sensitive, kind, and understanding. (Not thin-skinned, not thick-skinned.)
3. She must not be a stuffy perfectionist, but she must be accurate.
4. She must not be cocky and pedantic, but she must know the answers—and they must be the right ones.

THE IDEAL SECRETARY

Oh, shucks! Yet's just let the Office Pup put it into doggerel:

The ideal secretary—

(As I've often heard it said)—
Is efficient, poised, and charming;
She's a gal that keeps her head.

She can tell a semicolon
From a comma in the dark.
She can find that long-lost memo
That the boss dropped in the park!

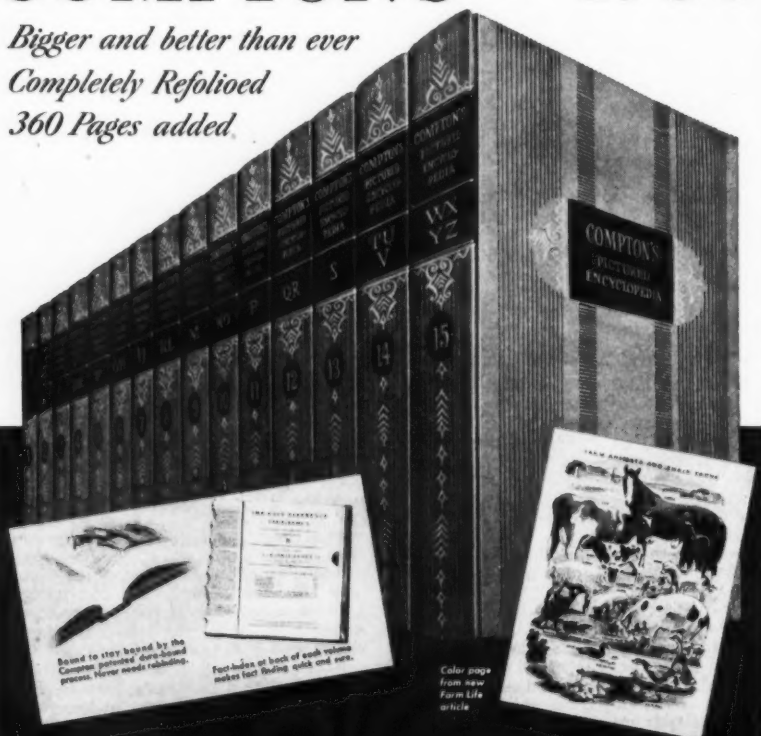
She's alert and she is loyal
And what makes it even better;
She's a speller in a million
And she writes a perfect letter.

DO YOU QUALIFY?

"A good, efficient, smart secretary is a priceless jewel, as every business man knows who is lucky enough to have one. The secretary must be a diplomat, a magician, a martyr, a mind reader, a psychologist, an expert on many subjects, know as much about the business as the boss does, know how to spell, punctuate and write correct English, have a sense of humor, the patience of Job, the wisdom of Solomon and the physical endurance of a mule." (Quoted from the *Ohio State Journal* of Columbus, Ohio.)

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It has been gratifying to receive Bulletins, Newsletters, etc. from several state associations and I want to thank the editors for their contributions.

The October 1949 issue of the Maine Secretaries Association Bulletin has a significant poem on the title page, the first stanza of which I should like to pass on to you:

"Again the Maine School Secretaries meet;

And they don't come just to eat,
But to talk and exchange their views
On all the educational news."

To what length doesn't an educational secretary go to make the particular piece of work she is doing outstanding? The front cover of the December, 1949, issue of the Michigan Association of School Secretaries Association's Newsletter is beautifully done and must have taken hours of planning to develop a Christmas tree on the typewriter out of the words of a lovely Christmas Message. The thoughts offered in this booklet are very good and while there is no room to quote all of them I should like for you to appreciate with me the end of Mary Maree Coyle's message as State President:

"The purpose and aim of the Michigan Association of School Secretaries shall be to study and discuss the problems of the school secretary and clerk; to develop a more efficient and professionally minded staff; and to pool our ideas and ideals toward a finer and more efficient service to the school and to the community."

The Missouri School Secretary, the official organ for the Missouri Association of School Secretaries, prints a little poem in its December 1949 issue which must have been planned just for this column! It goes as follows:

"Roses are red,
Violets are blue,

If you don't write to me
I can't include any news
OF YOU!"

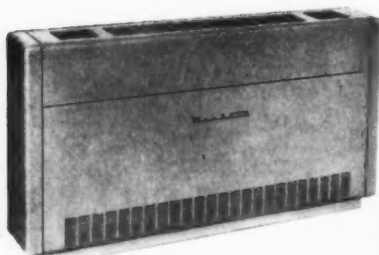
The September, 1949, issue of The Bulletin, New Jersey Association of School Secretaries, has an excellent article in it on my favorite subject by Josephine F. Murphy, Editor. It is entitled "De We Measure Up?" and it discusses the impressions we make on people for the first time.

She says, "In meeting and dealing with people, it is of course, recognized, but probably often taken for granted, that our appearance—suitable dress, good grooming, neatness of person, a pleasant voice, and a cordial manner—makes a lasting impression on those with whom we come in contact. It may not even be a concrete impression, but nevertheless, it is a reaction to the secretary which, if her manner and appearance have been pleasing, will be favorable." Josephine develops her article in detail from the content of the paragraph I have quoted and it is very well done.

Cecilia Magaziner of Philadelphia was elected president of the Pennsylvania State Association of School Secretaries last year and she immediately found herself in the midst of certification for secretaries! Our State Legislature meets in the odd numbered years and that always means an active year for our State Association. Although we have yet achieved state certification for school secretaries, each year brings us nearer and nearer our goal and we hope to make it in the not too distant future. Cecilia wrote a very comprehensive article on the subject of certification in a recent issue of the State Association's Bulletin.

It would be fine to receive Bulletins from all the other states; as you can see, it means offering a cross-section of ideas that are invaluable.

I hope to see many of you in Atlantic City in February.

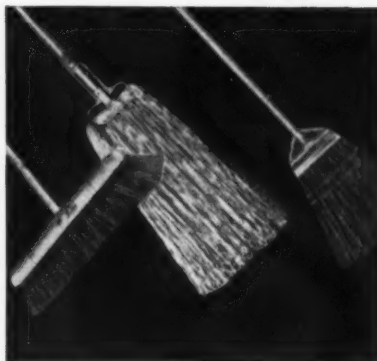


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Name Address

Two-Year Term
Name Address

Date of organization of your association
OFFICERS Names Address Length of term

SIGNED.....

.....
Name Address

Office held in the Association

LIFE MEMBERSHIP

A reminder is given of the plan for Life Membership as recommended by the committee appointed at the Executive Board Meeting held in Chicago in July, 1947 and further developed at the meeting in Cleveland in July 1948. We reprint the findings of the Committee as published in the February 1948 issue.

"Since 'life membership is a symbol of permanent interest in and loyalty to the profession,' we suggest that the following amendment to the By-Laws be presented by the Executive Board for action by the membership at the July, 1948, annual meeting:

"A member in good standing for more than two consecutive years shall be eligible for life membership upon payment of twenty-five dollars in full, or ten dollars down and three annual installments of five dollars each. A life member shall be entitled to all the privileges of an active member.

"The Committee feels that the life membership fees should be disassociated from the regular memberships and it suggests that provision be made whereby they be earmarked and invested. This arrangement would guarantee that they continue to render service to the profession permanently.

"Twenty-five dollars represents continuous membership for twelve and one-half years and the deferred payment plan makes life membership possible for every school secretary.

"It is further suggested that a special emblem and membership card be issued to life members.

"Favorable action on this amendment is imperative because of the growing financial needs of the Association necessary to carry on the varied activities and services.

Constance K. Cowardin
Virginia A. Halsey
Louise H. Nelson
Betty Zimmerman, Chairman"

The Committee is continuing to work this year, with the assistance of Eleanor Dearden, and will present a suggested emblem, pin, or insignia at the meeting this summer.

GROUPS AFFILIATED WITH THE NATIONAL ASSOCIATION OF SCHOOL SECRETARIES AS OF JANUARY 11, 1950

Arizona Association of School Secretaries
 Arkansas Association of School Secretaries
 Little Rock Association of School Secretaries
 Secretarial Association of Los Angeles City Schools
 Burbank City Schools Secretarial Association
 San Diego Association of School Secretaries
 Clerks' and Secretaries' Association of the Denver Public Schools
 Hartford Public Schools' Secretarial Association
 Georgia Association of School Secretaries
 Illinois Association of School Secretaries
 Evansville Association of School Secretaries
 Indiana Association of School Secretaries
 Iowa Association of School Secretaries
 New Orleans Association of School Secretaries
 The Baltimore Public School Secretaries Association
 Secretaries Association of Newton, Massachusetts
 Detroit Association of School Secretaries
 Down River Association of School Secretaries (Michigan)
 Flint Association of School Secretaries
 Michigan Association of School Secretaries
 Minnesota City Association of School Secretaries
 Missouri Association of School Secretaries
 Kansas City Association of School Secretaries
 New Hampshire Association of School Secretaries
 New Jersey Association of School Secretaries
 Akron Association of School Secretaries
 Pennsylvania Association of School Secretaries
 School Secretaries Association of the School District of Pittsburgh
 Providence School Clerks' Association
 Association of School Secretaries, Houston Public Schools
 Salt Lake City Association of School Secretaries
 Virginia Association of School Secretaries
 Wisconsin School Secretaries Association
 Milwaukee School Secretaries' Association



RITA K. PUTNAM

..... LISTENING IN

A New year and a chance to introduce a new member to our *Listening In* family—the NEA NEWS. And so, as a most worthwhile beginning, I have used a number one opportunity Mr. Wright Frost, former president of the Tennessee Education Association, developed from material used at a conference On Professional Growth of Teachers in Service. "Achieving professional status for those engaged in public education is the number one OPPORTUNITY challenging ALL professional educational organizations today."

How to reach this goal? Mr. Frost suggests these five points:

1. Acquiring skill
2. Performing service
3. Obtaining security
4. Winning recognition
5. Possessing pride

These items are not gathered one at a time but to be effective their development must be simultaneous and in proper balance. Mr. Frost points out that achieving this professional status requires the coordination of all our efforts for improvement. "The answer," he states, "lies in the hands of our present teaching force."

This is a five point goal that might be set by your Local, State, or National Organization. As I receive your many bulletins during the time between each issue of the National Secretary, I realize YOUR ORGANIZATION didn't just happen—it has been challenging and achieving professional status with inservice study and training to improve the technical knowledge and skill of its members. The many social get-togethers, which helps us to know each other as human beings outside the pressure of daily work are levels of local-association activity—all of them important to a well rounded achievement. Its effectiveness will be

limited only by the vision and skill of its leaders and members.

And so, on to my news from the states. There are many missing from the roll call this issue—pleeeeee help fill these pages next issue with the "doings" from YOUR state.

COLORADO

From this Mile High City of the Plains comes news of the *Hi Lites* again being published in Denver. Congrats—Imogene and your editor Catherine—it has been missing from our desks too long!

The Orientation Committee distributed copies of the constitution and by-laws of the Association as well as reports from the convention and institute at Salt Lake City, at the fall meeting.

An orchid to Thelma Gates and her committee for the wonderful In-Service Training Conference held for the first time, this year. It was very successful and it is the hope of the Association to increase the time from a half-day meeting. Notice of the meeting was extended to clerks and secretaries in nearby towns. See you again next year!

The gals were busy as beavers selling candy at Christmas, earning over \$350 for their convention fund.

INDIANA

An all-day meeting was held by the school secretaries with "The School Secretary" as its theme, followed by discussion groups.

It sounds like a lot of fun to join the organization for dinner at the Apollo Room of the Canary Cottage on the Circle. And from all reports it WAS fun!—Mamie Messmer, you deserve a hand for a grand evening.

IOWA

The Iowa Association of School Secretaries met in conjunction with the Iowa State Education Association convention in Des Moines on Saturday, November 3. Approximately thirty-five members from over the state were present. The meeting was held at the Fort Des Moines Hotel. The morning session consisted of reports on the Regional Meeting in St. Louis in February, the National Meeting at Salt Lake City, and the institute which followed. A Panel Discussion on "Qualifications of the Educational Secretary" was presented as follows:

- Moderator—Juanita Petersen, Des Moines;
- Technical Skills—Wilda Johnson, Perry;
- Professional Contribution—Frances McFall, Cedar Rapids;
- Public Relations—Prudence Nicholas, Des Moines;
- Personality—Laura Sayre, Ames;
- Should Educational Secretaries Be Certified?—Clair Jones, Ottumwa.

Following the luncheon, round table discussions were held for the following groups, elementary and secondary school offices, superintendent of schools offices, and boards of education and business offices.

Officers elected for the 1949-50 year are:

- President—Prudence Nicholas, Des Moines
- Vice President—Laura Sayre, Ames
- Secretary—Ida Blanche McCarroll, Ottumwa
- Treasurer—Clair Jones, Ottumwa.

PROGRAM IOWA ASSOCIATION OF SCHOOL SECRETARIES November 5, 1949

- Palm Room, Hotel Fort Des Moines
- 9:00 a.m. Registration
- 9:30 Business Meeting
- 10:30 Reports on National Conventions and Institutes.
- 11:00 Panel Discussion
QUALIFICATIONS OF THE EDUCATIONAL SECRETARY
Moderator—Juanita Petersen, Des Moines
Technical Skills — Wilda Johnson, Perry

Professional Contribution
—Frances McFall, Cedar Rapids

Public Relations — Prudence Nicholas, Des Moines

Personality—Laura Sayre, Ames

Should Educational Secretaries be Certified?—Clair Jones, Ottumwa

1:00 p.m. Luncheon—Palm Room

- 2:00 Group Discussions
 - Elementary and High School Secretaries Leader — Io McGilvra, Des Moines
 - Superintendents' Secretaries Leader—Emmabelle Morse, Clear Lake
 - Board of Education Secretaries Leader—Mrs. Ada Train, Waterloo

3:30 Adjournment.

MAINE

Again the Maine School Secretaries meet;

And they don't come just to eat,

But to talk and exchange their views
On all educational news.

It may be news of M.Y.A.
Or some other group in U.S.A.

But mostly they talk long and loud
Of personal stuff 'bout their own crowd.

This gay bit of "chit chat" above is about 54 gals all members of the school secretaries, who work and play together at workshops, luncheons, and meetings. (Ethel Peck—put the teapot on—it looks as though you will be having many visitors and well-wishers now that you have joined the "leisure time" gals.)

MASSACHUSETTS

Congratulations to the Newton School Secretaries Association in their affiliation with the N.A.S.S. A representative to the Newton Retirement Board was elected at the fall meeting.

The Massachusetts bulletin "School Daze" gets better every issue.

SCHOOL BOARD FETES SECRETARY

25th Year of Service Noted

Miss Dorothy E. Reckendorf, secretary for Melvin C. Knight, Superintendent of Schools in the Town of Barnstable, was guest of honor at a party marking her 25th year of service in the School Department, at Bacon Farm Club on September 28th.

Highlight of the affair, attended by 114 members of the department, was the presentation to Dorothy of a silver vase and cash, by Jean G. Hinkle, member of the School Board. The vase was inscribed: "To Dorothy E. Reckendorf, in recognition of 25 years of faithful service, 1924-1949, from the School Department of the Town of Barnstable." Dorothy, in accepting the gift, spoke on her career in the School Department.

MICHIGAN

Battle Creek—Eleanor Egner relays the news as being "rather quiet on the Battle Creek front if this particular time of year can ever be said to be quiet." Four girls were granted scholarships to attend the University of Wisconsin Institute.

Flint—It's FLINT IN '50—the girls are planning to make the 1950 convention the biggest and best yet. They are issuing the invitations now to everyone. An ice cream social—sounds like a grand time to get together as well as bank those extra \$\$'s in ye old treasury.

Detroit—Institute Day was under way after much chatting and greeting of old friends. Several well-hidden talents came to light in "Then and Now," a drama of the school office of yesterday as compared with the office of today. In showing the sharp contrast between the leisurely pace of the yesteryear, as illustrated by the absence of jangling telephone calls, and the generally pleasant tempo, to the frenzied, harried, multitudinous activities of the modern school clerk, some unsuspected dramatic abilities were brought forth. The principal, janitor, teacher, (difficult and pleasant) the parent, typical problem boy—all were a part of this gay drama.

Lansing—Seven counties met for lunch and an afternoon meeting. Dr. Guy Hill, director of school cooperation, Michigan State College—your subject "How's Your Attitude" was far reaching. Had a nice accounting of it from one in your audience.

Bay City—After a get-acquainted roll call settled down to more serious thoughts at the one-day workshop. A discussion group, with Office Problems

as their topic, developed into a lively meeting. "Envoy Extraordinary" was the subject of a talk by Martha Luck.

MISSOURI

A year of progress for 1950 is the goal of the MASS. Greater recognition of the secretary's professional contribution to an enlarged educational program; the responsibility of the secretary for professional growth and the enhancement of her opportunities for service to the administration; and the development of an esprit de corps with an emphasis on cooperation and an exchange of ideas are all a part of their thinking. (Ruth Bracken—sorry, this "orchid" to you is just too nice to pass up) "To-Ruth M. Bracken who grinds off the rough edges of the MSS. She ain't no secretary in a school office or a 'Petunia' in a newspaper, but she is the wife of a superintendent of schools and she hath the wisdom and understanding of a school secretary."

STATE CONVENTION

The Tenth Annual Convention of the Missouri Association of School Secretaries opened Friday evening, November 4, 1949, at the Chase Hotel. Sixty secretaries registered and attended Open House in the Convention Suite.

One count revealed 38 persons at the business meeting. Officers for next year were announced. A discussion of membership in the Missouri State Teachers Association brought about excellent results.

Secretaries and guests, 67 strong, ate brunch in the Adele Room and enjoyed a program of readings by students of the Webster Groves Schools Dramatic Group. Mrs. Martha Luck, of Northwestern University, gave an inspirational and helpful address and Mrs. Irma Friede of the St. Louis Board of Education expressed gratitude to secretaries in general for their friendly cooperation.

Perfect autumn weather contributed to make the afternoon tour of St. Louis County schools and the St. Louis Board of Education greenhouses enjoyable. Forty secretaries filled the bus to overflowing.

The climax of the Convention was reached Saturday evening when 61 secretaries and guests assembled for dinner in the Regency Room of the Chase Hotel. Music of professional caliber was furnished by a group of Clayton High School students under the direction of Mildred Parks.

Mr. Philip Hickey, Superintendent of Instruction in the St. Louis Public Schools, and Mr. Harry Pohlman, representing the St. Louis Board of Education, greeted those present.

Dr. John L. Bracken, President of the American Association of School Administrators and Superintendent of the Clayton Public Schools, in an entertaining but forceful address, emphasized the value of tactfulness, understanding, and consideration for others in office relationships and presented various important phases of the secretary's contribution to the smooth operation of the public school in America.

It was frequently heard, "The best convention ever!"

The first and largest Oscar goes to Ruth Ridgway, St. Louis, Chairman of the 1949 State Convention of Missouri School Secretaries.

NEW HAMPSHIRE

School secretaries from all over the State have added another task to their busy daily schedule. They are making many articles for their new project—that of making and selling enough articles so that they will be able to send delegates to the National Convention! (Hope the \$\$'s and ee's pour in.)

A booth was set up at the Teachers' Convention and handled by the girls. (Would love to know how your first venture came out—Mae Boland, howabout letting us know for the next issue?)

NEW JERSEY

The NJASS affiliated with the New Jersey Education Association. Emma Castner, President writes: "Achieving this affiliation is definitely a big and important step forward in professionalizing the position of the school secretary. Through the careful and thoughtful professional planning of the present and past officers and members of the executive committee, it was possible for me to submit acceptable data."

A column entitled "I Didn't Know About That Association" is one way in which the NJ girls get new members, tells all bout the City, Country, State, and National.

NEW MEXICO

A group of secretaries from over the state met together and organized the NMASS. Congratulations on affiliating with the National—we'll be watching for the New Mexico gals at the meetings of the NASS.

Hope the bulletin *The New Mexico Secretary* wends it way toward Denver way—and the next issue of the National Secretary Magazine.

OHIO

With an "aim-to-please" motto in mind the Program Committee presented a style show. The tabulation of questionnaires indicated the type programs the girls preferred were as follows: style show, office techniques, travel movies or slides, home planning or decorating, sports, dinners (special occasions). A good way to swell the "purse strings"—sell Christmas and everyday cards, white elephant sale, benefit bridge, carnival, bazaar, raffles. Betty Simmons, your contribution "Which Are You" is a bit of gay thinking. I'm only sorry there isn't room for all of it—but here goes the beginning and end: "Are you an active member, The kind that would be missed. Or are you just contented that your name is on the list?—and the end—Think this over, Brother—You know right from wrong, are you an active member—or do you just belong?"

PENNSYLVANIA

Thanks for the half page in your *Keyboard Kapers*. Golllee, am I glad I answered and acknowledge your bulletin. (But gee, I do write the dumbest letters!) (Betty Scanlon, you write you needed three bottles of nerve medicine—hmmm, could use one myself as my *deadline* for this column was last Sunday.) Anyway, with or without the medicine, your Holiday issue of the *Kapers* was grand. How does this sound for fun: "Each month for the next six months, a girl will place her home at the disposal of any school secretaries who are interested in learning to play Canasta. A contribution of 50 cents will be paid and the money will be put aside for use in the 1950 Institute Program. Light refreshments will be served and anyone mentioning school or work will be fined one cent each time. It is intended that it be a pure social gathering all other cares will be put aside for that one evening."

Rea Lindberg used the following, so I quote too:

"Roses are red,

Violets are blue,

If you don't write to me

I can't include any news

OF YOU!"

(Thanks, Missouri.)

RITA PUTNAM,
East High School
Denver 6, Colorado.



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